

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:** School Psychologist

**Qualifications:**

**Credentials:** Nationally or State Certified School Psychologist/Psychometry

**Education:** M.S. degree in Educational Psychology; and graduate training in Clinical Psychology, Psychometrics or related field.

**Training or Experience Required:** 2-3 years of directly related experience in pediatric setting for emotionally disturbed children. Internship and practicum required.

**Special Skills, Knowledge, Abilities:**

**Communication Skills (oral, written, or business):** Basic communication skills to exchange information, give/receive simple to more complex instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition must use creativity; may make public speeches or presentations.

**Data Recording/Record Keeping:** Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

**Mathematical Skills:** Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

**Reading and Interpreting:** Reads and interprets complex and sensitive/confidential records/IEPs and other medical records.

**Business Machines:** Uses business machines and testing equipment requiring thorough competence and training to perform such tests as I.Q., achievement, perception, behavior, fine motor skills, auditory, etc.

**Site:** Various

**Reports To:** Director of Special Services

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**Job Goal (Purpose of Position):** Performs professional/administrative level duties under minimal supervision to assess/determine the most appropriate instruction and assist in the determination of eligibility for special education placement consultation involving counseling of teachers and students. The goal is to improve or maintain the student's level of psychological functioning to facilitate optimal

learning through the identification of problems, evaluation and treatment programs. Identifies, evaluates and executes an educationally therapeutic psychological therapy program. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

**Contact with Others:** An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. Maintains confidentiality of all information.

### **Other Performance Measures:**

Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines for effective diagnostic/testing objectives; Encourages effective learning with proper testing techniques; Ensures students are acquiring skills and knowledge to apply principles, theories and other learning; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; Maintains proper discipline in testing setting.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

### **Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Assists in the identification and initial referral of disabled children. Performs psycho-educational assessment screening. Receives and applies doctor's prescriptions for psychological therapy.
2. Participates in clinical comprehensive staffing. Coordinates the information flow from the department to other appropriate service providers.

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3. Discharges liaison services to receiving school districts or treatment facilities.
4. Prepares comprehensive psycho-educational reports.
5. Makes recommendations for intervention and acts as an IEP team member. Attends categorical eligibility and IEP meetings which involves presentation of evaluation results.
6. Supervises, consults and instructs school personnel and parents in the therapeutic management of students. Assists teachers with interim IEPs.
7. Consults with physicians, hospitals, and other medical personnel regarding the needs of the disabled children.
8. Maintains confidential records of any tests and interventions. Provides documentation of progress; Prepares evaluations and home program documentation.
9. Provides formal/informal in-service to administrators, parents and teachers. Provides direct counseling to students concerning stress management.
10. Travels to the various sites to provide services.
11. Attends necessary workshops and continuing education to maintain certification. Adheres to the standards of ethics according to Public Law 101-476.
12. Performs other duties as assigned.

**Supervision exercised:** An incumbent does not supervise.

**Physical/Mental Requirements and Working Conditions:**

Employee must possess manual dexterity/visual ability to operate vehicle and other testing devices. Must be able to read test protocols and observe student behavior. Must be able to transport heavy testing equipment between sites. Must be able to handle potentially hostile and unpredictable violent children. Employee must possess hearing/speaking ability to communicate with staff, patients, etc.

**TERMS OF EMPLOYMENT:** In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with Board policy

Approved 03-08-93